



***State of Washington
Department of Transportation
Notice to Consultants
On-Call Temporary Administrative Personnel Services for WSF***

The Washington State Department of Transportation (WSDOT) seeks qualified consultants to provide Washington State Ferries (WSF) On-Call Temporary Administrative Personnel Services to perform specified administrative tasks and functions in support of administrative business processes. WSDOT may award up to two (2) agreements. The agreements will be initially for a period of two (2) years, with a possible two year extension provided the selected consultant has a superior rating at the end of the original agreement period. Each agreement will be for approximately \$200,000 for the initial two (2) year period.

Project Description

The services proposed under this agreement would assist various WSF departmental organizations in delivering business process and project functions critical to the administrative requirements of the organization. The services provided under this agreement will typically support accounting, payroll, human resources, and other administrative programs with a level of expertise and experience specified by WSF. The scope of qualifications for prospective consultant provided temporary personnel will range from entry level qualifying experience to professional certifications in a desired field of expertise.

Certain requirements under this proposed agreement are linked to WSF's unique labor/management and operational environment, which has features and characteristics not found in other state or public sector settings. Negotiated labor agreements require temporary personnel to pay work permit fees and receive pay consistent with the job classifications they will perform in on a temporary basis.

Schedule A Position Classifications

Labor/management bargaining agreements specify that temporary personnel assigned to positions at WSF will be paid the bargaining unit wage rate beginning with the first day of the 7th week of placement. Temporary personnel will also be required to pay a work permit fee beginning with the first day of the 7th week of placement. Provided employees and/or associates will be paid based upon the rate table listed below.

Schedule A

\$11.59	Receptionist / Clerk / Data Entry
\$12.73	Buyer I / Expediter / Office Assistant / Skilled Data Entry
\$13.34	Audit Assistant II / Account Assistant II / Buyer II / Secretary / Payroll Assistant I / Word Processing Specialist
\$13.96	Contracts Coordinator I / Payroll Assistant II / Staff Aide
\$14.67	Accounting Assistant III / Personnel Assistant I / Librarian III
\$15.37	Crew Dispatcher
\$16.11	Staff Accountant



Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager(s);
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm's Project Management System (Prime Consultant Only);
5. Project Delivery Approach;
6. References/past performances (Prime Consultant Only); and
7. Cost Factors (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 5.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 6 and 7; and
- Your Submittal Information Packet forms.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The RFQ shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications on the cover of the submittal and the letter of transmittal;



- Statement of Qualifications broken into “Packet A” and “Packet B” as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your “Packet A” and one (1) copy of “Packet B”, whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Friday, April 4, 2003:

Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104. All other questions regarding this Request for Proposal should be directed to Mr. Douglas Choate, WSF Administrative Services Manager at 206-515-3929.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT’s “Disadvantaged Business Enterprise Program Plan.” The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Friday, February 28, 2003 and Friday, March 7, 2003.